

# FINANCING RESOURCES

HOUSTON ONE STOP BUSINESS CENTER, P.O. Box 1562, Houston, Texas 77251, Ph. 713-247-2982

**THE ONE STOP BUSINESS CENTER DOES NOT ENDORSE THE PROGRAMS LISTED BELOW, AND PROVIDES THIS GENERAL LIST AS A PUBLIC SERVICE. AGENCIES WITHOUT TDD NUMBERS CAN BE REACHED BY DIALING 7-1-1 (RELAY TEXAS) . LISTED ALPHABETICALLY.**

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## GRANT INFORMATION

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### **GRANTS.GOV (Contact Center) 1-800-518-4726**

**[www.grants.gov/index](http://www.grants.gov/index)**

*Grants.gov* allows organizations to electronically find and apply for more than \$400 billion in Federal grants. *Grants.gov* is THE single access point for over 1000 grant programs offered by all Federal grant-making agencies. The US Department of Health and Human Services is proud to be the managing partner for *Grants.gov*, an initiative that is having an unparalleled impact on the grant community.

### **CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA- Online Only)**

**[12.46.245.173/cfda/cfda.html](http://12.46.245.173/cfda/cfda.html)**

The online Catalog of Federal Domestic Assistance gives you access to a database of all Federal programs available to State and local governments (including the District of Columbia); federally-recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals. After you find the program you want, contact the office that administers the program and find out how to apply.

### **THE FOUNDATION CENTER (800-424-9836)**

**[fdncenter.org](http://fdncenter.org)**

The Foundation Directory Online searchable databases provide an unsurpassed level of comprehensive and accurate information on U.S. grantmakers and their grants. The Grantmaker file can be searched by field of interest, geographic focus, types of support, and many other categories. The Grants file can be searched by subject, recipient type, year authorized, types of support, and many other points of entry. Both files permit free-text searching as well. The Foundation Directory Online has five subscription plans.

### **SMALL BUSINESS INNOVATION RESEARCH PROGRAM- SBIR: 713-773-6527 or 202-205-6450**

**[www.sba.gov/sbir](http://www.sba.gov/sbir)**

C/O SBA, 409 SW Washington D.C. 20416. The U.S. SBIR Program provides federally-funded grants to businesses involved in high-tech research and development. Grants of \$50,000+ are available as part of a three-phase funding cycle.

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## LOAN INFORMATION

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### **ACCION TEXAS (San Antonio-based) 1-888-215-2373**

**[www.acciontexas.org](http://www.acciontexas.org)**

ACCION Texas provides credit to people with "micro" businesses who do not have access to loans from commercial sources. Loans help stabilize business income and create additional employment. Clients of ACCION Texas typically have lower than average incomes, with a median household income of \$28,800 for a 3-person household. The median asset level of clients' businesses is less than \$5,000. As of December 1996, 76% of ACCION Texas clients were minorities; 64% were Hispanic. Nearly 30% are taxi drivers and 12% are in the food retail industry. Call for details.

### **BUSINESS CONSORTIUM FUND (BCF) c/o HOUSTON MINORITY BUSINESS COUNCIL: 713-271-7805**

**[www.hmbc.org/benefits/consortium.asp](http://www.hmbc.org/benefits/consortium.asp)**

The BCF is a non-profit minority business development program providing working capital funds to certified businesses (by HMBC). Loans are made at approximate prime rate and range from \$50,000 to \$500,000. Term is a maximum of four years. Loans finance contracts between certified companies which have a contract or a purchase order with a corporate member of the HMBC, where working capital is required to supply the goods or services. Participation in the loan is 75% BCF and 25% Certified bank lender. Ask also about the "Money Match" referral service.

**CITY OF HOUSTON ECONOMIC DEVELOPMENT PROGRAMS: 713-837-7701**

The Economic Development and Revitalization Division works to provide communities and businesses with access to tools that help strengthen and sustain the local economy. Incentive programs are available to encourage business and industry to choose Houston when making expansion or relocation decisions. Programs administered include Tax Abatement, Brownfield Redevelopment, Development Tax Abatement, Redevelopment Tax Abatement, Residential Tax Abatements, Enterprise Zones, Enhanced Enterprise Communities, Tax Increment Reinvestment Zones (TIRZs), Public Improvement Districts, Historic Tax Exemption, and Municipal Management Districts.

**CORPORATION FOR ECONOMIC DEVELOPMENT OF HARRIS COUNTY: 281-590-5600**

[www.cedhc.com/loan.htm](http://www.cedhc.com/loan.htm)

11703 ½ Eastex Frwy, Houston. CEDHC provides financial and technical assistance to businesses. The CEDHC service area includes Harris, Fort Bend, Montgomery, Waller, Liberty, Brazoria, and Galveston counties.

**MICROLOAN PROGRAM:** MicroLoans are fixed rate loans ranging from \$500 to \$25,000. These loans are made directly from CEDHC and are available to start-up or existing businesses.

**BUSINESS DEVELOPMENT LOAN FUND:** All loans are on a participation basis, with the BDLF providing up to ½ of \$250,000 or the total loan request in combination with private lender commitments. All loans are made in tandem with a lender. A letter of commitment from the participating lender(s) is required before CEDHC may process a loan application. The maximum CEDHC commitment to each project is \$250,000.

**SBA504 LOAN PROGRAM:** Although the total size of projects using CDC financing is unlimited, the maximum amount of CDC participation in any individual project is \$750,000 (or \$1 million for some projects). Typical projects range in size from \$500,000 to \$2 million. The average is \$1 million. The minimum amount of CDC participation is \$50,000. A \$25,000 debenture may be approved in special cases.

**EX-IM BANK: 281-721-0465 or 800-565-3946**

[www.exim.gov/products/index.html](http://www.exim.gov/products/index.html)

1880 S. Dairy Ashford II, #585. Pre-Export Financing To Help U.S. Exporters Maximize Borrowing Potential. Ex-Im Bank's working capital financing enables U.S. exporters to obtain loans to produce or buy goods or services for export. These working capital loans, made by commercial lenders and backed by our guarantee, provide you with the liquidity to accept new business, grow your international sales and compete more effectively in the international marketplace.

**HOUSTON SMALL BUSINESS DEVELOPMENT CORPORATION (HSBDC): 713-845-2400**

[www.hsbdc.org](http://www.hsbdc.org)

5330 Griggs Rd. The Houston Small Business Development Corporation (HSBDC), a non-profit 501(c)3 organization was established by the City of Houston for the purpose of making loans to small businesses. The HSBDC's mission is to stimulate economic growth, combat community deterioration, and foster employment opportunities for low to moderate income citizens. The HSBDC makes Micro-Enterprise and Small Business loans to expanding businesses and works closely with banks and commercial lenders to provide affordable "gap financing". Prospective borrowers, as well as aspiring entrepreneurs, can also take advantage of an array of support services including business planning assistance, office space rental, computer labs, workshops, and much more at the corporation's 160,000-square-foot business complex, the Business Technology Center.

**HOUSTON-GALVESTON AREA LOCAL DEVELOPMENT CORPORATION: 713-627-3200**

[www.h-gac.com/HGAC/Programs/Economic\\_Development/default.htm](http://www.h-gac.com/HGAC/Programs/Economic_Development/default.htm)

3555 Timmons Lane, #500. Small Business Administration (SBA) 504 Loans. The Houston-Galveston Area Local Development Corporation participates only with the SBA 504 program. We do not offer any assistance pertaining to other non-SBA programs. This allows us to concentrate on the SBA 504 program and provide the best possible service for our clients.

**HOUSTON TECHNOLOGY CENTER: 713-658-1750**

[www.houstontechcenter.org/home/index.asp](http://www.houstontechcenter.org/home/index.asp)

410 Pierce St., Houston, TX 77002. The Houston Technology Center (HTC) is a business accelerator and resource center dedicated to supporting, promoting and assisting entrepreneurs and emerging companies emanating from greater Houston's key technology sectors: energy, life sciences, information technology and NASA-originated technology. The HTC provides entrepreneurs and Client Companies with efficient and cost-effective access to a broad network of HTC's leading professional service firms, venture capitalists and mentors. Entrepreneurs also benefit from exposure and networking opportunities provided by HTC events and activities. Guidance from experienced professionals and exposure to other entrepreneurs are also key benefits. The venture capital network and the Houston Angel Network grant entrepreneurs access to necessary capital while providing investors around the nation direct access to Houston-based deal flow.

**TEXAS DEPARTMENT OF HEALTH FUNDING INFORMATION CENTER: 1-888-963-7111**

**[www.dshs.state.tx.us/fic/default.shtm](http://www.dshs.state.tx.us/fic/default.shtm)**

The FIC lists public and private funding opportunities available to **registered 501(C)(3) NON-PROFIT organizations** and businesses which provide health related services in Texas. Organizations receive updates on funding opportunities and contracts, as well as a calendar of deadlines.

**TEXAS ECONOMIC DEVELOPMENT FINANCE PROGRAMS: 512-936-0100**

(administered by the Texas Dept. of Economic Development)

**[www.tded.state.tx.us/Incentives.htm](http://www.tded.state.tx.us/Incentives.htm)**

**U.S. SMALL BUSINESS ADMINISTRATION (SBA) Community Express Loan Program**

**713-773-6500 or TDD: 713-773-6559**

**SBA LOANS-** [www.sba.gov/financing/sbaloan/snapshot.html](http://www.sba.gov/financing/sbaloan/snapshot.html)

**COMMUNITY EXPRESS-** [www.sba.gov/financing/lendinvest/comexpress.html](http://www.sba.gov/financing/lendinvest/comexpress.html)

8701 S. Gessner, #1200. CommunityExpress is a pilot SBA loan program that was developed in collaboration with the National Community Reinvestment Coalition (NCRC) and its member organizations. Under the pilot, which is available to selected lenders, an SBAExpress like program will be offered to pre-designated geographic areas serving mostly Low and Moderate Income areas and New Markets small businesses. The program will also include technical and management assistance, which is designed to help increase the loan applicant's chances of success.

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## **OTHER FINANCING RESOURCES & TERMS**

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### ***FACTORING (or Invoice Factoring):***

Factoring is the discounted purchase of a company's accounts receivable. The accounts receivable are purchased by the factoring company, which assumes the credit risk associated with collection. By selling accounts receivable, a business need not wait until the account is paid to get cash for working capital. Upon purchasing a company's invoices, the factor advances 60 to 85% of the invoices' face amount. Upon receipt of payment, the remaining 15-40% is remitted back to the client less the factor's discount fee. Factors are private finance companies. Thoroughly investigate the factor before making a selection.

### ***SBIC:***

**[www.sba.gov/INV/overview.html](http://www.sba.gov/INV/overview.html)**

Small Business Investment Companies (SBIC's) supply equity capital, long term loans and management assistance to qualified small businesses. SBIC's use their own capital and funds borrowed from the SBA to provide financing to small businesses in the form of equity securities and long-term loans. SBIC's are profit-seeking organizations that select businesses to be financed within rules and regulations set by the SBA. Specialized SBIC's (SSBIC's) are a particular type of SBIC that provide assistance solely to small businesses owned by socially or economically disadvantaged persons. To obtain a copy of the SBA's "Directory of SBIC's" call 800/8-ASK-SBA.

# SELLING GOODS & SERVICES / BID INFORMATION

HOUSTON ONE STOP BUSINESS CENTER, P.O. Box 1562, Houston, Tx. 77251, Ph. 713-247-2982

THE AGENCIES BELOW PURCHASE PRODUCTS AND SERVICES FROM BUSINESSES. CALL FOR INFORMATION, BID POSTING DATES, PROCEDURES, AND COMMODITY LISTINGS. THE TX DEPT OF INSURANCE MAINTAINS A LIST OF COMPANIES LICENSED TO WRITE FIDELITY AND SURETY BONDS IN TX. CALL 800-252-3439 FOR INFO.

## **HURRICANE-RELATED DISASTER RELIEF AND REBUILDING OPPORTUNITIES**

### **www.rebuildingthegulfcoast.gov**

The Hurricane Contracting Information Center provides a central point of reference for businesses, especially minority-owned businesses, women-owned businesses and small- and medium-size enterprises, to register for and become aware of federal contracting opportunities in the Gulf Coast. While the HCIC does not award contracts, our mission is to ensure that businesses understand the process and are aware when opportunities become available.

### **www.ccr.gov**

As of December 2002, the CCR system has eliminated the requirement to register separately within the Small Business Administration's PRO-Net database. A vendor only needs to input business information in one database (CCR), which will then automatically populate the SBA database. Please note that if you are interested in receiving Small Disadvantaged Business, HUBZone, or 8(a) certifications, you will need to refer separately to SBA to complete that process.

### **www.fbo.gov**

FedBizOpps.gov is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps (FBO) - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

### **https://eupdate.dnb.com/requestoptions/government/ccrreg**

Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis. Assigned and maintained solely by D&B, this unique nine-digit identification code has been assigned to over 84 million businesses worldwide.

## **MBE/ WBE/ DBE CERTIFICATION PROGRAMS**

### **COH MINORITY, WOMEN, & DISADVANTAGED BUSINESS ENTERPRISE PROGRAM 713-837-9000**

611 Walker, 7<sup>th</sup> Floor. Certification program for MBE/WBE/DBE/PDBE businesses competing for city contracts. Free pre-certification workshops are held each Thursday. The City of Houston and the Houston Minority Business Council now recognizes each other's certification.

HOUSTON MINORITY BUS. COUNCIL  
HISD OFC OF BUS. ASSISTANCE

713-271-7805  
713-737-1520

### **COH STRATEGIC PURCHASING DIVISION**

**713-247-1740 - 901 Bagby St., City Hall Basement – [www.houstontx.gov/purchasing](http://www.houstontx.gov/purchasing)**

The City of Houston has designated Strategic Purchasing as the regulatory office for buying products and services. SPD is the main entity within city government that is authorized to issue bid invitations, proposals authorize price changes, process/ release purchase orders, develop and maintain term contracts. Activities involve the procurement of goods and services amounting to more than \$350 million annually. SPD supports the policy of the City of Houston to stimulate the growth of local minority and women-owned business enterprises (M/WBE) by encouraging their full participation in all phases of it's procurement activities and by affording them a full and fair opportunity to compete for all City contracts, either as a prime or sub-contractor.

## **STATE OF TEXAS CENTRALIZED MASTER BIDDERS LIST (CMBL)**

CMBL Help Desk at 512-463-3459

The Centralized Master Bidders List (CMBL) is a mailing list for vendors to receive bids based on the products or services which can be provided to the State of Texas. Manufacturers, suppliers and other vendors wishing to furnish materials, equipment, supplies and services to the state should apply to be on the Centralized Master Bidders List to receive bidding opportunities. Registration on the Centralized Master Bidders List is an effective tool for businesses to use to market their products and services to state agencies and institutions of higher education.

Access [www.tbpc.state.tx.us/cmb/index.html](http://www.tbpc.state.tx.us/cmb/index.html) for information regarding the Centralized Master Bidders List. Registration is online or you may print an application and submit with the \$70.00 annual registration fee.

### **UTILITIES & TRANSPORTATION**

CENTERPOINT ENERGY PURCHASING	713-207-5900	ENTERGY	409-827-5113
METRO PURCHASING	713-739-6829	UNION PACIFIC RAILROAD	402-280-7118
SOUTHWESTERN BELL TELEPHONE	800-870-0958		

### **U.S. GENERAL SERVICES ADMINISTRATION (713-643-8000)**

[www.fedbizopps.gov](http://www.fedbizopps.gov)

Public Building Services (PBS) has served as builder, developer, lessor, and manager of Federally owned and leased properties. For more information on PBS go to [www.gsa.gov/pbs](http://www.gsa.gov/pbs)

**Federal Technology Services (FTS)** delivers a full range of high quality telecommunications, information technology systems, hardware and software, consulting services, information security services and products, and integrated technology solutions. For more information on FTS go to [www.fts.gsa.gov](http://www.fts.gsa.gov)

**Federal Supply Services (FSS)** is responsible for GSA's supply procurement, motor vehicle procurement and leasing, fleet management services, travel and transportation services, and personal property utilization and disposal programs. For more information on FSS go to [www.fss.gsa.gov](http://www.fss.gsa.gov)

### **INDEPENDENT SCHOOL DISTRICTS & RELATED AGENCIES**

HOUSTON ISD	713-892-6940	ALDINE ISD	713-985-6396
ALIEF ISD	713-498-8110	CLEAR CREEK ISD	281-338-5814
CONROE ISD	936-441-9297	CYPRESS FAIRBANKS ISD	713-897-3848
FORT BEND ISD	281-634-1801	FRIENDSWOOD ISD	713-482-1267
GALENA PARK ISD	713-450-4369	HUMBLE ISD	713-540-5975
KATY ISD PURCHASING	281-396-6260	KLEIN ISD	281-376-4180
LAMAR CONSOLIDATED ISD	281-341-3555	LA PORTE ISD	713-842-2223
NORTH FOREST ISD	713-636-4321	PASADENA ISD	713-920-6841
PEARLAND ISD	713-485-3203	SHELDON ISD	713-459-7316
SPRING ISD	713-587-3931	SPRING BRANCH ISD	713-365-5223
TOMBALL ISD	713-357-3100	REGION IV EDUCATION SERVICE CENTER	713-462-7708

### **OTHER PURCHASING OFFICES**

HARRIS CO. APPRAISAL DISTRICT	713-957-5214	HARRIS CO. HOSPITAL DISTRICT	713-566-6890
HARRIS CO. HOUSING AUTHORITY	713-747-0353	HARRIS CO. PURCHASING DEPT.	713-755-5036
FORT BEND COUNTY PURCHASING DEPT.	281-341-8640	HOUSTON WORKS/ JTPC	713-654-1919
HOU. CONVENTION & VISITORS BUREAU	713-227-3100	HOUSTON HOUSING AUTHORITY	713-260-0551
HOUSTON COMMUNITY COLLEGE	713-866-8320	RELIANT PARK	832-667-1400
N. HARRIS MONTGOMERY CC	713-591-3538	MINUTE MAID PARK (Astros)	713-259-8026
PORT OF HOUSTON AUTHORITY	713-670-2460	SPACE CENTER HOUSTON	281-244-2105
ST. LUKE'S EPISCOPAL HOSPITAL	713-791-2230	TEXAS CHILDREN'S HOSPITAL	713-770-2122
TEXAS SOUTHERN UNIVERSITY	713-313-7349	UNIVERSITY OF HOUSTON, Downtown	713-221-8607
UNIVERSITY OF HOUSTON CLEAR LAKE	281-283-2150	UNIVERSITY OF HOUSTON MAIN CAMPUS	713-743-5671

### **PROCUREMENT SERVICES & BONDING**

TEXAS INFORMATION PROCUREMENT SVC. (UHSBDC)	713-752-8477
NATIONAL ASSOC. OF SURETY BOND PRODUCERS	202-686-3700
SBA SURETY BOND GUARANTEE PROGRAM	214-767-7663

# TECHNICAL / MANAGEMENT RESOURCES I

HOUSTON ONE STOP BUSINESS CENTER, P.O.Box 1562, Houston, Tx. 77251; Ph. 713-247-2982

## **FOR NEW BUSINESSES**

### **IRS SMALL BUSINESS TAX WORKSHOPS 713-209-3543**

[www.irs.gov/businesses/small/article/0,,id=99175,00.html](http://www.irs.gov/businesses/small/article/0,,id=99175,00.html)

8701 S. Gessner, #600. The U.S. Internal Revenue Service offers FREE "Small Business Tax Workshops" weekly on Thursdays, (and some Mondays) covering business tax returns, tax benefits and obligations. For electronic filing info, call 281-721-7435. Inquire about Spanish presentations.

### **SCORE- SERVICE CORPS OF RETIRED EXECUTIVES 713-773-6565**

[www.scorehouston.org](http://www.scorehouston.org)

8701 S. Gessner, #1200. A service sponsored by the U.S. Small Business Admin. FREE counseling is provided by retired business owners and managers. SCORE sponsors the workshop, "Basics of Running a Small Business" (\$25 reg., \$3 parking), held at the University of Houston twice monthly. SCORE also operates the SBA's BUSINESS SERVICE CENTER which provides information on SBA loan guarantee programs and the Business Information Center (BIC). The national SCORE office provides a new E-MAIL COUNSELING service off the SCORE web page. SCORE also services the Palm Center Business Information Center (BIC)- call 713-643-8000.

### **TSU ECONOMIC DEVELOPMENT CENTER 713-313-7785**

[www.tsu.edu/academics/business/](http://www.tsu.edu/academics/business/)

3100 Cleburne Ave., Allen Bldg. #B-11. TSU sponsors programs on business development topics such as Business planning, technical and management assistance, marketing research, and community development projects.(FEES).

### **U.H. SMALL BUSINESS DEVELOPMENT CENTER 713-752-8400**

[www.sbdcnetwork.uh.edu/](http://www.sbdcnetwork.uh.edu/)

*2302 Fannin, #200. Join the multiple thousands of small businesses that have prospered and grown with the help of the University of Houston Small Business Development Center (UH SBDC). Since 1984, UH SBDC has provided businesses assistance in the areas of business management, government procurement, international trade and manufacturing. Expertise is available to entrepreneurs in the start-up mode as well as to experienced business owners who want to take their companies to the next level.*

## **AGENCIES PROVIDING SPECIALIZED SERVICES**

### **AMERICAN PRODUCTIVITY & QUALITY CENTER 713-681-4020**

[www.apqc.org](http://www.apqc.org)

123 N. Post Oak Lane. The non-profit APQC offers instruction in Benchmarking and Total Quality Management (TQM), in addition to presenting seminars for **EXISTING** companies, training programs, and advisory services. The APQC also has an extensive library available for Center members and public memberships.

**BETTER BUSINESS BUREAU OF METROPOLITAN HOUSTON 713-868-9500****[www.bbbhou.org](http://www.bbbhou.org)**

1333 West Loop South, Suite 1200, Houston, Texas 77027. The BBB is a non-profit corporation which provides numerous support and technical services for its business members, as well as the public. The BBB publishes a membership directory, has a series of "How-To" brochures, and seminars and workshops for members and non-members.

BBB- Brazoria Co. - 979-849-6748      [www.bbbbrazoria.org](http://www.bbbbrazoria.org)  
BBB- Ft. Bend Co.- 281-261-1872      [www.bbbfortbend.org](http://www.bbbfortbend.org)  
BBB- Montgomery Co.- 281-292-7523      [www.bbbmontgomery.org](http://www.bbbmontgomery.org)

**BUSINESS & TECHNOLOGY CENTER 713-845-2400****[www.hsbdc.org](http://www.hsbdc.org)**

5330 Griggs Road. Through the Business Technology Center (BTC), a 140,000 square foot complex, the HSBDC provides a variety of support services designed to enhance small business ventures including, small business incubator services, management and technical assistance, and below market rate loans. These programs within the Business Technology Center, along with specialized literacy, occupational and apprenticeship training programs that are also available, represent a comprehensive effort to provide small and emerging businesses with the support required for growth.

**EXECUTIVE SERVICE CORPS OF HOUSTON 713-780-2208****[www.eschouston.org](http://www.eschouston.org)**

The Executive Service Corps of Houston (ESCH) provides high quality management consulting services, at no cost, to nonprofit charitable organizations, including governmental and educational entities, using the talents, experience and energy of volunteer professionals, both active and retired. The ESCH conducts workshops and seminars to provide basic or introductory information on specific topics that are in high demand to small groups of clients such as Nonprofit Start-up and Grantwriting; Board Development; Conducting Effective Meetings; and Planning.

**EXPORT ASSISTANCE CENTER - US INTERNATIONAL TRADE ADMIN. 713-718-3062****[www.ita.doc.gov/td/tic](http://www.ita.doc.gov/td/tic)**

500 Dallas, Suite 1160. The ITA assists in exporting, including licensing, financing, statistics, market research and analysis, and education for existing businesses. Ask for pamphlet, "Export Programs: A Business Directory of U.S. Government Services". **For information on Federal export resources, call the Trade Information Center (TIC) toll-free at 800-872-8723 or 800-USA-TRADE.** The TIC also has telephone numbers for country desk officers who answer questions on a taxes, trade policies, and regulations.

**HOUSTON COMMUNITY COLLEGE NORTHWEST 713-718-5722, Call for Locations****[www.hccs.cc.tx.us/nwcollege/index.html](http://www.hccs.cc.tx.us/nwcollege/index.html)**

HCC-N provides professional continuing education in business, computers, real estate, and for health care professionals. Call for class dates, times, locations, and fees. Free catalog.

**HOUSTON MINORITY BUSINESS COUNCIL 713-271-7805****[www.hmbc.org](http://www.hmbc.org)**

7322 SW Freeway, #1510. The non-profit HMBC enhances business opportunities and eliminates common barriers M/W/DBE's face in the marketplace. Offers educational and networking opportunities, as well as financing information for HMBC members.

**HOUSTON MINORITY BUSINESS DEVELOPMENT CENTER 713-644-0821****[www.houstonmbdc.com](http://www.houstonmbdc.com)**

2900 Woodridge, #310. The mission of the MBDC is to increase opportunities for minority businesses in the Houston area. The MBDC is a joint effort of Grijalva and Allen, PC; the Corporation for Economic Development of Harris Co.; the Hispanic Chamber of Commerce; and the Houston Minority Business Council. Services provided include, but are not limited to: Management training, Personnel policies, Marketing, Accounting and budgeting, Tax compliance and planning, Business planning, Site selection, Inventory control, ISO 9000/TQM, Feasibility studies, Loan packaging, Bonding assistance, Bid preparation, and others. Call for details and terms of service.

**NEIGHBORHOOD TECHNICAL ASSISTANCE CENTER (NTAC), COH 713-837-7701****[www.ci.houston.tx.us/departme/planning/home.htm](http://www.ci.houston.tx.us/departme/planning/home.htm)**

Planning and Development Dept., 611 Walker, 6<sup>th</sup> Floor. The NTAC assists neighborhood organizations in their search for information, resources and grant opportunities to fulfill their missions and goals. NTAC is a clearinghouse of reference materials and training information, grant opportunities, and program assistance where patrons can access specialty publications, videos, the internet, and much more. The NTAC houses a wealth of plans, reports, and studies; grant newsletters; maps; training manuals; planning related subscriptions; newspaper articles; a computer bank; conference reference materials; and more.

**NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE SBDC 281-591-9374****[www.nhmccd.edu](http://www.nhmccd.edu)**

250 Sam Houston Parkway, E. Free counseling is offered, along with courses (FEES) covering idea evaluation, analyzing

customer needs, and writing loan proposals. Inquire about the "Center for Business and Economic Development", which offers specialized training, conference planning, and organizational development for businesses of all sizes.

**RICE UNIVERSITY (713-527-6060) Jesse H. Jones Graduate School of Management**

**[www.jonesgsm.rice.edu/jonesgsm/Default.asp](http://www.jonesgsm.rice.edu/jonesgsm/Default.asp)**

Rice U. offers continuing education programs in Management, Accounting & Finance, Marketing & Strategy, Customer Satisfaction, Global Competition, and others. Some courses award CEU's. Call for fees and availability. Rice U.'s FONDREN LIBRARY ([www.rice.edu/fondren/info/faq.html](http://www.rice.edu/fondren/info/faq.html)) provides comprehensive research information (713-348-5698).

**SERVICES COOPERATIVE ASSOC. 713-932-7495**

**[www.servicesca.org](http://www.servicesca.org)**

9600 Long Point Rd., #150. SCA provides education, networking and support for emerging businesses. Also sponsors a for-profit business incubator (Entrepreneurial Development Center). Ask about the WOMENS' BUSINESS CENTER, an INCUBATOR for first stage, women-owned companies.

**SILVER FOX ADVISORS, INC. 713-467-5900**

**[www.silverfox.org](http://www.silverfox.org)**

Silver Fox executives represent diverse business disciplines and provide practical, proven, and in-depth strategies for a wide range of business situations. Each member's purpose is to improve a client's sales, productivity, processes, and profitability. Each advisor sets individual fees which are considered reasonable when compared to other alternatives such as credit courses in numerous business related fields. Provides instruction at several off-site locations (West Houston and North Houston). Call 713-743-1060 for courses.

**UNIVERSITY OF HOUSTON CLEAR LAKE Center for Advanced Management Programs 281-283-3121**

**[www.cl.uh.edu/bpa/camp/services.htm](http://www.cl.uh.edu/bpa/camp/services.htm)**

2700 Bay Area Blvd. CAMP's mission is to provide various services to business and government organizations. Programs are designed to refine and broaden skills, to offer consulting, and to meet diverse professional and educational needs. Call for an extensive listing of upcoming events, educational programs, and counseling services.

**WOMEN'S BUSINESS ENTERPRISE ALLIANCE 713-681-9232**

**[www.wbea-texas.org](http://www.wbea-texas.org)**

1900 North Loop West, Suite 270. The Women's Business Enterprise Alliance, a nationally recognized purchasing council, is a pacesetter in helping women business enterprises grow and develop. Connections are the core of the Women's Business Enterprise Alliance. WBEA is dedicated to connecting women with business and businesses with women. WBEA develops strategic partnerships and programs committed to increasing opportunities for women-owned businesses and matching qualified suppliers to corporate and government purchasers.



# TECHNICAL / MANAGEMENT RESOURCES 2

HOUSTON ONE STOP BUSINESS CENTER, P.O.Box 1562, Houston, Tx. 77251, Ph: 713-247-2982

THE ONE STOP BUSINESS CENTER NEITHER ENDORSES NOR RECOMMENDS AGENCIES, ASSOCIATIONS, OR PUBLICATIONS APPEARING ON THIS LIST. AGENCIES WITHOUT TDD NUMBERS CAN BE REACHED USING 7-1-1. PLEASE CALL FOR FAX NUMBERS and WEBSITES.

## **DEMOGRAPHIC OR STATISTICAL INFORMATION**

BUREAU OF BUSINESS RESEARCH, Univ. of Texas Business School	512-471-1616
CITY OF HOUSTON PLANNING & DEVELOPMENT DEPT.	713-837-7701
GREATER HOUSTON PARTNERSHIP, Research Dept.	713-844-3600
HOUSTON CENTRAL LIBRARY, Telephone Reference Dept.	832-393-1313
	713-225-3385 TDD
HOUSTON DOWNTOWN MANAGEMENT CORPORATION	713-650-3022
REGIONAL INFORMATION & COMMUNICATION EXCHANGE (RICE UNIV.)	713-528-3553
UH CENTER FOR PUBLIC POLICY	713-743-3970
UH SMALL BUSINESS DEVELOPMENT CENTER LIBRARY	713-752-8400

## **ECONOMIC DEVELOPMENT ASSISTANCE / SITES / FINANCING**

CLEAR LAKE AREA ECONOMIC DEVELOPMENT FOUNDATION	281-486-5535
FORT BEND CO. ECONOMIC DEVELOPMENT COUNCIL	281-242-0000
GREATER HOUSTON PARTNERSHIP ECONOMIC DEVELOPMENT	713-844-3600
CENTERPOINT ENERGY BUSINESS DEVELOPMENT DIVISION	713-207-1111
SOUTHEAST HARRIS COUNTY ECONOMIC DEVELOPMENT COUNCIL	713-473-7777
PEARLAND ECONOMIC DEVELOPMENT CORPORATION	281-485-2411

## **LEGAL ASSISTANCE**

AMERICAN ARBITRATION ASSOCIATION (Houston Regional Offices)	713-739-1302
DISPUTE RESOLUTION CENTERS	713-755-8274
GULF COAST LEGAL FOUNDATION	713-652-0077
HARRIS COUNTY LAW LIBRARY	713-755-5183
HOUSTON BAR ASSOCIATION LEGAL LINE (Call for hours)	713-759-1133
LAWYERS REFERRAL SERVICE	713-237-9429
LEGAL HOTLINE FOR OLDER TEXANS (AARP)	800-622-2520
TEXAS ATTORNEY GENERAL, Consumer Protection Div.	713-223-5886
UNIVERSITY OF HOUSTON LAW LIBRARY	713-743-2300
VOLUNTEER LAWYERS PROGRAM	713-228-0732

## **TECHNICAL ASSISTANCE, RESEARCH AND COUNSELING**

CPA REFERRAL SERVICE	713-622-7733
CONSUMER CREDIT COUNSELING SERVICE	713-923-2227
GREATER HOUSTON CONVENTION & VISITORS BUREAU (incl. Houston Film Commission)	713-227-3100
HOUSTON ADVANCED RESEARCH CENTER	281-367-1348
MIT ENTERPRISE FORUM OF TEXAS	713-685-3961
SOCIETY OF THE PLASTICS INDUSTRY, INC. (Plastics Recycling Codes)	202-371-5200
TECHNOLOGY BUSINESS DEVELOPMENT c-o Texas A&M	979-845-2907
TEXAS COMMISSION ON ALCOHOLISM & DRUG ABUSE HOTLINE	800-832-9623
TEXAS FILM COMMISSION (Office of the Governor)	512-463-9200
UNDERWRITERS LABORATORIES (Independent Product Testing)	708-272-8800
UNIFORM CODE COUNCIL, INC (UPC, UIC, EDI Code Assignment)	800-543-8137

## **COMMERCIAL REAL ESTATE AND FACILITIES**

"BLACK'S GUIDE" (Office-Industrial Real Estate)	713-439-0271
PORT OF HOUSTON AUTHORITY	713-670-2400
HOUSTON ASSOCIATION OF REALTORS	713-629-1900

## **EMPLOYEE, CAREER RELATED SERVICES**

CAREER & RECOVERY RESOURCES, INC. (Formerly VGS)

JOB TRAINING PARTNERSHIP COUNCIL  
SER- JOBS FOR PROGRESS

713-535-7100  
713-535-7178 TDD  
713-654-1919  
713-773-6000

## **PATENT, TRADEMARK, AND COPYRIGHT ASSISTANCE**

AMERICAN SOCIETY OF COMPOSERS, AUTHORS & PUBLISHERS  
INVENTORS ASSOCIATION, HOUSTON  
NETWORK OF AMERICAN INVENTORS & ENTREPRENEURS (NAIE)  
RICE UNIVERSITY PATENT LIBRARY  
TEXAS MUSIC OFFICE (Governor's Office- Music Related Clearinghouse)

800-505-4052  
281-326-1795  
281-351-1316  
713-523-2417  
512-463-6666

## **PUBLICATIONS**

30 REASONS NOT TO BUY OR START A BUSINESS (Book)	281-652-3937
BUSINESS AMERICA MAGAZINE (Magazine- monthly)	713-228-1187
BUSINESS WEEK (National Magazine- weekly)	800-635-1200
DAILY COURT REVIEW (Newspaper- daily)	713-869-5434
DIRECTORY OF TEXAS MANUFACTURERS (UT/Austin, annual)	888-212-4386
FORBES DIRECTORY (Directory of Houston associations and a monthly listing of business current events- "The Forbes Report")	713-524-0409
F.W. DODGE DIVISION- McGRAW HILL INFORMATION SYSTEMS	713-529-4895
HOUSTON BUSINESS JOURNAL (Newspaper- weekly)	713-688-8811
LATIN TRADE (Magazine- Bi-monthly)	800-799-6895
MINORITY SUPPLIER NEWS (Newspaper- seasonal)	212-944-2430
RESOURCE GUIDE FOR LOCAL GOVERNMENTS (Book)	800-544-2042
TEXAS HISPANIC BUSINESS JOURNAL (Newspaper- monthly)	800-846-4549
TEXAS REGISTER (Subscription, Rules & Regs. affecting businesses)	512-463-5561
THE WALL STREET JOURNAL (National newspaper- daily)	800-841-8000 x848
YOUR TEXAS BUSINESS, 2nd Edition (Book)	713-529-4301
U.S. GOVERNMENT BOOKSTORE (Federal resource bookstore)	713-228-1187

## **NON-PROFIT ASSISTANCE**

BUSINESS VOLUNTEERS FOR THE ARTS-HOUSTON, INC.	713-650-3189
EXECUTIVE SERVICE CORPS OF HOUSTON	713-780-2208
FUNDING SOURCE, UH GRADUATE SCHOOL OF SOCIAL WORK	713-743-8146
GRANTSMANSHIP CENTER (Los Angeles)	213-482-9860
GREATER HOUSTON WOMEN'S FOUNDATION	713-623-4493
NONPROFIT MANAGEMENT ASSOCIATION (Los Angeles)	213-623-7080
TEXAS ACCOUNTANTS & LAWYERS FOR THE ARTS	713-526-4876
TEXAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS (TSCPA)	713-622-7733
TEXAS STATE COMPTROLLER STATE GRANTS HOTLINE	512-463-6678
FUNDING INFORMATION CENTER	817-334-0228
UNITED WAY MANAGEMENT ASSISTANCE PROGRAM (MAP)	713-685-2787
www.uwtgc.org	713-685-2773 TDD
VOLUNTEER CENTER	713-965-0031

## **CREDIT REPORTING SERVICES (Call for fees)**

EQUIFAX (www.equifax.com)	800-525-6285
TRANSUNION (www.tuc.com)	800-888-4213
EXPERIAN (www.experian.com)	888-397-3742